Sick Leave Sharing
- Master Listing & Separation Donation Information-

As an enhancement to the current Sick Leave Sharing (SLS) Program, the Personnel Cabinet will begin maintaining a list of employees who are currently seeking donations of sick leave. This listing will be housed on the Personnel Cabinet's Human Resource (HR) website which will limit its immediate audience to agency HR staff. Additionally, separating employees will be provided a Sick Leave Sharing Program - Information for Separating/Retiring Employees and Donor Disclaimer during the agency's off-boarding/exiting process. This will allow the separating employee the opportunity to donate any of their unused sick leave, to applicants of their choosing (regardless of agency) before their departure. Please note that there are no changes being implemented with the existing program and this is **NOT** to be confused with a sick leave sharing bank/pool. This is simply an enhancement to bring more visibility to those in need of donations and to provide an opportunity to those wishing to give.

Process Overview:

This enhancement impacts both the application and donation process within the Sick Leave Sharing Program. See below for an overview.

Part 1 (Applications)

An employee has a need for sick leave that exceeds their current balance and completes a Sick Leave Sharing Application to receive donations. Once that application is provided to the employee's agency HR Administrator (who processes it according to standard procedures), the employee is offered the opportunity to be included on the **Sick Leave Sharing Program - Master Listing of Current Applicants**.

This document provides the name, personnel number (PERNR), and agency name of employees actively seeking Sick Leave Sharing donations. It is maintained on the Personnel Cabinet's HR Website, which is only accessible to those in HR roles. Inclusion on the listing is voluntary.

If the employee wishes to take advantage of that opportunity, they sign the **Sick Leave Sharing Program - Master Listing of Current Applicants / Employee Release.**

This document requires them to acknowledge the non-protected health information (PHI) that will be included on the listing, that only those separating employees interested in donating unused sick leave will see the listing (through their agency HR Administrator) and that separating employees will make donations to applicants of their own selection, including those that may not be included on the master listing. Please note that employees will continue to have the option to only inform employees of their choosing that they have applied for Sick Leave Sharing donations.

Completion of this release will prompt the agency HR Administrator to submit a **Business Request (BR)** to the Personnel Cabinet.

The BR should include "SLS- Master Listing (Last Name)" as the title. The 'agency this request concerns' should be the employee's agency and the request should indicate that assistance is needed with TIME MANAGEMENT, followed by SICK LEAVE SHARING. They should then include the employee's PERNR and the employee's full name. Additionally, a copy of the completed employee release must be attached. The *agency HR Administrator should note the BR # as it will need to be referenced in a future BR to remove the name from the listing, when appropriate.*

Part 2 (Donations)

As part of the agency off-boarding/exiting process, agency HR Administrators will provide the **Sick Leave Sharing Program – Information for Separating/Retiring Employees and Donor Disclaimer** to all separating employees.

This document informs the employee of their option to donate their unused sick leave during the agency off-boarding/exiting process. (The agency HR Administrator should write-in the employee's current sick leave balance.) Additionally it includes a disclaimer for the separating employee to read ensuring that the separating employee understands the conditions of their donation and how the process works, should they choose to make a donation.

Those employees interested in donating should inform their agency HR Administrator, who will then provide them the standard Sick Leave Sharing Donation form and share a copy of the current Master Listing of Current Applicants. The employee will complete and return the donation form and the listing. The agency processes the donation according to standard procedures, which are maintained on the HR website under Leave Information-Sick Leave Sharing.

Process for maintaining the master listing:

At least weekly, the Personnel Cabinet will process BRs received for the Master Listing of Current Applicants. Names with PERNRs are added under the appropriate agency and remain on the listing until the agency notifies the Personnel Cabinet that the applicant should be removed.

When an employee is no longer in need of sick leave donations, the agency HR Administrator should submit a new BR to the Personnel Cabinet.

The BR should include "SLS- Master Listing Update (Last Name)" as the title and should indicate that assistance is needed with TIME MANAGEMENT, followed by SICK LEAVE SHARING. The request should then reference the original BR #, asking that the name be removed. The Personnel Cabinet will remove the name and then close both BRs.

Bi-monthly the Personnel Cabinet will also send reminders to agency HR Administrators to review the listing for any names that should be removed.

Summary of documents related to Sick Leave Sharing:

- Sick Leave Sharing Application
- Sick Leave Sharing Master Listing of Current Applicants [NEW]
- Sick Leave Sharing Master Listing of Current Applicants / Employee Release [NEW]
- Sick Leave Sharing Information for Separating/Retiring Employees and Donor Disclaimer [NEW]
- Sick Leave Sharing Donation Form
- Sick Leave Sharing Transfer-Credit Form